# A beautiful way to get organized by

KWIK-FILE®

MINNEAPOLIS, MINNESOTA, U.S.A.

FUNCTIONALLY MODERN OFFICE EQUIPMENT

RECEIVED
DEC 6 - 1968
GROUP 350

MS368
C1

Printed in U.S.A. 368

# Put an end to desks that slow people down!

## Save TIME • SPACE • MOTION with

# DESK TOP ORGANIZERS

## by KWIK-FILE®

A Kwik-File Desk Top Organizer makes both your **work** and your **surroundings** a lot more enjoyable. It uses free space above your desk for files, records, books, and supplies. Everything you use is within sight and easy reach, and your desk top is free for work. It eliminates searching and improves work flow – actually pays for itself within the first year. That's why Kwik-File organizers are becoming standard equipment in so many offices.

Kwik-File organizers come in three basic styles, all heavily built and good looking. A complete line of shelves, dividers, and other accessories lets you organize your unit to meet **your** needs.

Analyze your desk top material handling needs, then select the perfect organizer for your situation. Don't forget to order the accessories you need to create the right arrangement of vertical and horizontal compartments.

Look at the variety of styles, sizes, colors, and applications. Then order one or more and begin to revolutionize your office procedures. And beautifully, too.

### FIRST AND STILL THE FINEST

- **Best looking** – Designs that add to every desk and office
- **Best quality** – Heavy, 16-gauge furniture steel construction, with welded joints
- **Most flexible** – The only organizers with ten interchangeable accessories to create the arrangement that suits you best
- **Most functional** – Patented dividers that can be used either rigid or in a working "V." All shelves and dividers moveable on 1" increments
- **Widest choice** – Seventeen models and sizes to choose from. More accessories than any other line
- **Most convenient** – Shipped set up. Cushioned feet protect the desk top, prevent sliding
- **Four colors** – Mix or match with Gray, Beige, Mist Green or Black

Patent No. 3,269,558

## Designed to save TIME · SPACE · MOTION

By Elmer J. Hess

# The Mark One

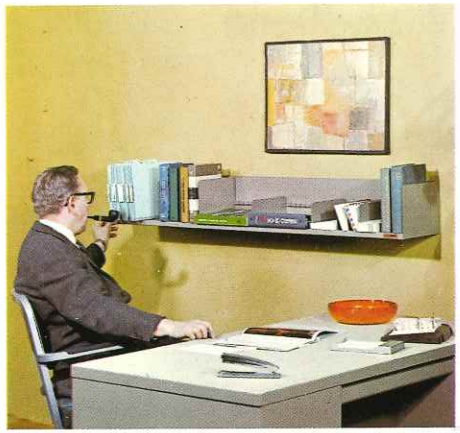
**LOW AND MODERN – ANYWHERE, EVERYWHERE**

- Perfect for desk, credenza, wall or table.
- Fits both executive and general office decor.
- Holds books and records at desk level for easy access.
- Four lengths – 18, 30, 44, and 58 inches.
- All models furnished with four 7-inch vertical dividers. **Order extra dividers and single or double Kwik-Change accessories with your Kwik-File.**

| MODEL | DIMENSIONS | SHIPPING WT. | PRICE |
|---|---|---|---|
| 1808 | 18L x 10D x 8H | 16 lbs. | $24.95 |
| 3008 | 30L x 10D x 8H | 21 lbs. | 29.95 |
| 4408 | 44L x 10D x 8H | 26 lbs. | 39.95 |
| 5808 | 58L x 10D x 8H | 34 lbs. | 44.95 |
| 3008LK* | 30L x 10D x 8H | 31 lbs. | 43.90 |
| 4408LK* | 44L x 10D x 8H | 36 lbs. | 53.90 |
| 5808LK* | 58L x 10D x 8H | 44 lbs. | 58.90 |

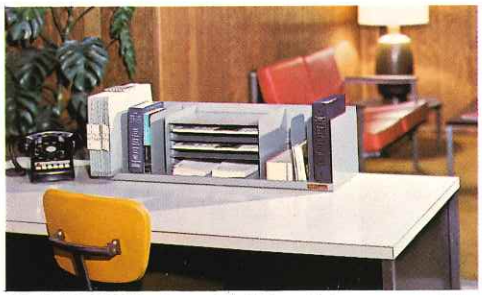
All Mark One Models complete with four 7DK vertical dividers.
*LK models include letter-size Kwik-Change, No. 125.

**Model 4408, Mist green – one for every desk.**



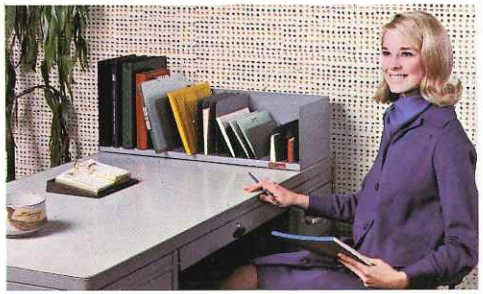
**Model 5808, Beige, wall-mounted within easy reach beside the desk.**

**Model 5808, Black, with optional double Kwik-Change unit.**

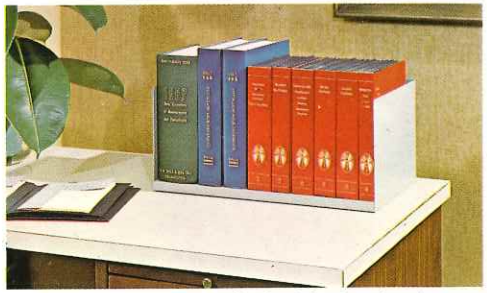


**Model 3008LK, Gray. All LK models are complete with No. 125 Kwik-Change accessory.**

**Model 4408, Mist Green, on a row of filing cabinets.**



**Model 3008, Gray, used across one end of a desk.**

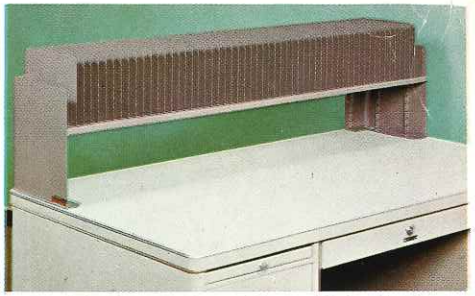


**Model 1808, Gray (just 18 inches long).**

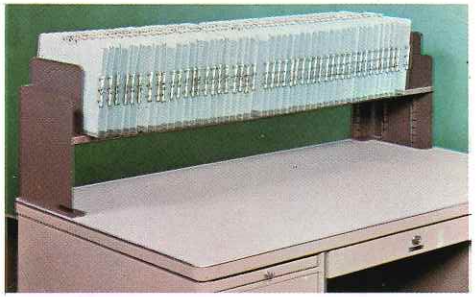
Model 3012, Beige, shown across the end of desk.

Model 4412FB, Gray, with full back.

Model 5812, Mist Green, with open back.



Model 5812, Beige, with multiple dividers for sorting, collating, or filing.



Model 5812 with multiple dividers and 3D dual tab file folders.

# The Mark Eight

KWIK-FILE®

## HANDSOME ANY WAY YOU LOOK AT IT

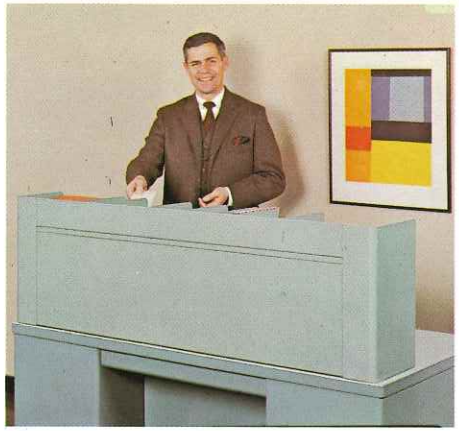
- Shelf holds all your active records, files and supplies just 8 inches above your desk.
- Entire desk top area is useable.
- Comes in 30, 44, and 58-inch lengths.
- Five vertical dividers (two 4-inch, three 7-inch) furnished. **Order extra dividers, corner shelves and Kwik-Change accessories with your Kwik-File.**

| MODEL | DIMENSIONS | SHIPPING WT. | PRICE |
|---|---|---|---|
| 3012 | 30L x 10D x 12H | 24 lbs. | $34.95 |
| 4412 | 44L x 10D x 12H | 28 lbs. | 39.95 |
| 5812 | 58L x 10D x 12H | 33 lbs. | 44.95 |
| 3012FB* | 30L x 10D x 12H | 26 lbs. | 41.95 |
| 4412FB* | 44L x 10D x 12H | 33 lbs. | 49.95 |
| 5812FB* | 58L x 10D x 12H | 38 lbs. | 54.95 |

All models furnished with two 4DK and three 7DK vertical dividers.
*With full back

Model 5812, Mist Green – the decorator look.

KWIK-FILE®



Model 5818FB, Mist Green, with full back.

Model 5818FB, Beige, with full back and No. 145 (legal size) Kwik-Change.

Model 5818, Black, with open back.

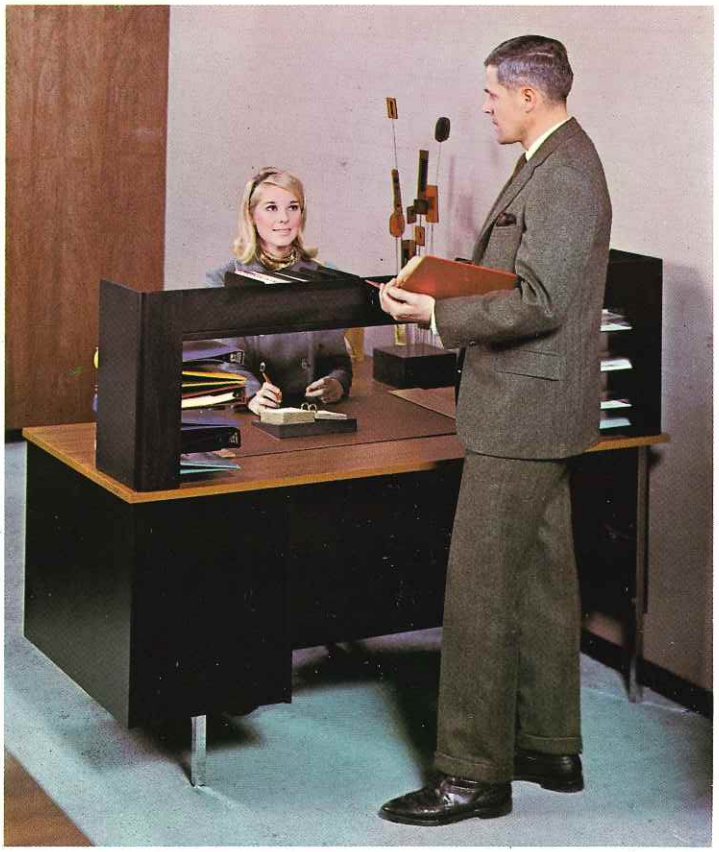
# The Mark Fourteen

**TALL, GOOD-LOOKING EFFICIENCY EXPERT**

- Allows maximum use of space above **any** desk.
- Eye level shelf. Full 13 inches underneath for tall books and machines.
- Two 4-inch and three 7-inch vertical dividers furnished. **Order extra dividers, corner shelves, and Kwik-Change accessories with your Kwik-File.**

| MODEL | DIMENSIONS | SHIPPING WT. | PRICE |
|---|---|---|---|
| 4418 | 44L x 10D x 18H | 36 lbs. | $44.95 |
| 5818 | 58L x 10D x 18H | 42 lbs. | 49.95 |
| 4418FB* | 44L x 10D x 18H | 41 lbs. | 54.95 |
| 5818FB* | 58L x 10D x 18H | 46 lbs. | 59.95 |

Two 4DK and three 7DK vertical dividers shipped with each unit.
*With full back.



Model 5818, Black — high, wide and handsome.

# K&F ACCESSORIES

Create **all** the shelves and compartments you need with these versatile accessories.

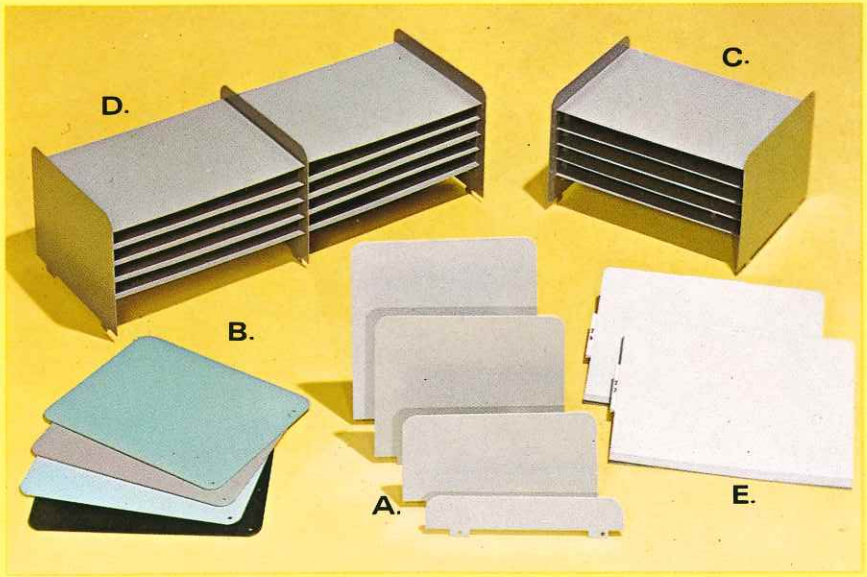
**Kwik-File Dividers** – Versatile, reversible, and patented. Install a divider one way and it locks vertically in place. Turn it end for end and it gives you a working "V," the perfect support for many records. Four sizes, all interchangeable, all for use with **any** Kwik-File organizer. Moveable on 1-inch increments.

**Corner Shelves** – Full 16-gauge, supported at three points to hold heavy materials. Moveable on 1-inch increments. Use them with Mark Eight and Mark Fourteen organizers.

**Kwik-Change Units** – Give you either single or double banks of shelves. Unit locks in place on any Kwik-File organizer. Moveable on 1-inch increments.

**3D Dual Tab File Folders*** – 3D tabs top and front let you read indexing from front, top, right or left. Made of heavy-duty 25-point pressboard and specially designed for Kwik-File Desk Top Organizers.

*Patent Pending




## ORDER the extra accessories you need **with** your KWIK FILE

| | MODEL | DIMENSIONS | SHIPPING WT. | PRICE |
|---|---|---|---|---|
| A. Dividers | 2DK<br>4DK<br>7DK<br>9DK | 9¼L x 2H<br>9¼L x 4H<br>9¼L x 7H<br>9¼L x 9H | 2 lb. pkg. of 5<br>2 lb. pkg. of 5<br>5 lb. pkg. of 5<br>7 lb. pkg. of 5 | $3.50/pkg.<br>4.25/pkg.<br>4.75/pkg.<br>5.50/pkg. |
| B. Corner Shelves | 11SK | 8½W x 11D | 7 lb. pkg. of 4 | **$4.25/pkg.** |
| C. Single Kwik-Change (5 shelves) | 125 (letter)<br>145 (legal) | 12L x 9D x 7H<br>15L x 9D x 7H | 10 lbs.<br>13 lbs. | $13.95<br>15.95 |
| D. Double Kwik-Change (10 shelves) | 1210 (letter)<br>1410 (legal) | 24L x 9D x 7H<br>30L x 9D x 7H | 19 lbs.<br>24 lbs. | $23.95<br>25.95 |

| | | PRICE | | |
|---|---|---|---|---|
| E. Dual Tab File 3D Folders | 107042-1" Exp. (letter)<br>107042-2" Exp. (letter)<br>507042-1" Exp. (legal) | per 25<br>$18.00<br>23.00<br>19.95 | per 100<br>$68.00<br>79.50<br>78.00 | per 1000<br>$664.00<br>719.00<br>759.00 |

All prices subject to change without notice.

# KWIK ORDER FORM

**ORDER NOW** – Analyze your desk top record handling needs – then select the organizer and accessories to create the compartments that **you** need. Only Kwik-File offers 17 different organizers and ten different accessories moveable horizontally and vertically on 1-inch increments.

| | QUANTITY | MODEL NUMBER | SIZE | COLOR: Gray | Beige | Green | Black | WEIGHT | PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| **MARK ONE**<br>Four 7DK dividers furnished | | 1808 | 18 in. | | | | | 16 lbs. | $24.95 | |
| | | 3008 | 30 in. | | | | | 21 lbs. | 29.95 | |
| | | 4408 | 44 in. | | | | | 26 lbs. | 39.95 | |
| | | 5808 | 58 in. | | | | | 34 lbs. | 44.95 | |
| **MARK ONE**<br>with Kwik-Change<br>Four 7DK dividers and one No. 125 Kwik-Change furnished | | 3008LK | 30 in. | | | | | 31 lbs. | 43.90 | |
| | | 4408LK | 44 in. | | | | | 36 lbs. | 53.90 | |
| | | 5808LK | 58 in. | | | | | 44 lbs. | 58.90 | |
| **MARK EIGHT**<br>Open Back<br>Two 4DK and three 7DK dividers furnished | | 3012 | 30 in. | | | | | 24 lbs. | 34.95 | |
| | | 4412 | 44 in. | | | | | 28 lbs. | 39.95 | |
| | | 5812 | 58 in. | | | | | 33 lbs. | 44.95 | |
| **MARK EIGHT**<br>Full Back<br>Two 4DK and three 7DK dividers furnished | | 3012FB | 30 in. | | | | | 26 lbs. | 44.95 | |
| | | 4412FB | 44 in. | | | | | 33 lbs. | 49.95 | |
| | | 5812FB | 58 in. | | | | | 38 lbs. | 54.95 | |
| **MARK FOURTEEN**<br>Open Back<br>Two 4DK and three 7DK dividers furnished | | 4418 | 44 in. | | | | | 36 lbs. | 44.95 | |
| | | 5818 | 58 in. | | | | | 42 lbs. | 49.95 | |
| **MARK FOURTEEN**<br>Full Back<br>Two 4DK and three 7DK dividers furnished | | 4418FB | 44 in. | | | | | 41 lbs. | 54.95 | |
| | | 5818FB | 58 in. | | | | | 46 lbs. | 59.95 | |
| VERTICAL DIVIDERS<br>Pkgs. of 5 | | 2DK | 2" high | | | | | 2 lbs. | 3.50 | |
| | | 4DK | 4" high | | | | | 2 lbs. | 4.25 | |
| | | 7DK | 7" high | | | | | 5 lbs. | 4.75 | |
| | | 9DK | 9" high | | | | | 7 lbs. | 5.50 | |
| CORNER SHELVES<br>Pkg. of 4 | | 11SK | 8½x11 | | | | | 7 lbs. | 4.25 | |
| KWIK CHANGE UNITS (single) 5 shelves | | 125 | letter | | | | | 10 lbs. | 13.95 | |
| | | 145 | legal | | | | | 13 lbs. | 15.95 | |
| KWIK CHANGE UNITS (double) 10 shelves | | 1210 | letter | | | | | 19 lbs. | 23.95 | |
| | | 1410 | legal | | | | | 24 lbs. | 25.95 | |

# TO ORDER

Indicate the items desired and the cost on the reverse side. Then complete the form below and mail to the address shown at the bottom.

## SHIP TO:

FIRM NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

ATTENTION

DEPARTMENT

☐ **PURCHASE ORDER NUMBER** _____

☐ **CHARGE TO OUR ACCOUNT**

☐ **CHECK ENCLOSED**

DATE

AUTHORIZED SIGNATURE

What a way to be